



The Corporation of the Township of Huron-Kinloss

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January 30, 2023

Lucknow Kinsmen

Email: lucknowkinsmentreasurer@gmail.com; shaun.scott@caseih.com; latelbj@gmail.com

Dear Kinsmen,

Thank you for your delegation to Council. The Zoning By-law to permit the additional events will be considered by Council on Tuesday February 21, 2023. The meeting begins at 7:00 p.m.

From organizing other events, you will be aware that if approved, these events (with attendance over 200 participants) are subject to the special events permitting process. To provide more support to applicants, Staff updated the process and documents, streamlined the process and incorporated other permissions as necessary.

The application and other guiding documents such as the checklist are available on the Township's website at: <https://www.huronkinloss.com/en/live-here/applications-licenses-and-permits.aspx> under the Special Events Tab.

Your proposed event is quickly approaching. This information is provided so that you can prepare the documents that will be required if zoning is approved. Submitting required documents early in the process, allows Staff to review and request any additional information necessary to process the application in a timely manner.

Based on information supplied during your delegation, and comments made during public meeting, the Township will require a variety of documents for each of the events planned this year. The following broad list, will provide the initial information to guide Staff in the permitting process:

- Special Event permit application
- Special Event permit checklist
- Emergency Response plan (guide and template provided at the link above) including;
 - Waste Collection Plan
 - Site Plan
 - Structural Plan
 - Fire Safety Plan
 - Emergency Plan
 - Security Plan
 - Traffic Management Plan
 - Community Impact/Communication Plan

- Noise Exemption Request
- Environmental Plan (this is specific to the Tractor Pull and Derby)
- Licence Agreement for use of unopened road allowance (Staff will prepare this for your consideration)
- Any documents as may be required to permit alcohol on the property.

Additional information may be requested for different events. Some plans may only need slight modifications between events, but each application should be tailored to the specific event request.

You will continue to work with Melanie Moulton as the lead on this permitting process.

Regards,

Jennifer White
Manager of Legislative Services/Clerk
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